

2003-04 WorkFirst Local Area Planning - Innovative Project Funding Request

Name of project: Everett WorkFirst/WorkSource Liaison Project Request Amount: ☐ Innovative Project
\$4,500 _

Local Planning Area: North Snohomish County

Contact: Sherry Falk

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Project period start/end date(s): January 1, 2004- June 30, 2004

Funding to be used for:

X Project: Start/End Date: January 1, 2004/June 30, 2004

☐ Software: _____

☐ Staff Training: _____

☐ Other: _____

Does this project involve Business Outreach, WorkFirst/WorkSource, and/or employers? x Yes ☐ No
(If yes, please indicate whether or not your local Business Outreach Team is involved in the project and what their role is.)

The focus of Innovative Project Funding is to support WorkFirst partnership, program performance, and potential "Best Practices" through innovation. All project requests will be reviewed and approved by an interagency committee. There will be a 2-week turn around on request approvals once received. Approvals will come in the form of an email to the LPA lead submitting the request.

All requests require:

- A two-page (maximum) narrative addressing the questions below.
- Partnership signatures.
- A complete budget page.
- Approved projects will be required to complete an end of the project report.
- **Final billing must be submitted to Kelly Lindseth prior to Friday, June 25, 2004.**

Additional information maybe requested in order to approve your project. LPAs may submit multiple requests throughout the program year or until funding is exhausted.

1.	Describe your project, including: <ul style="list-style-type: none">• How does this project support overall WorkFirst performance goals– caseload reduction, TWI, other?• How many persons will be served through the project and what is the expected outcome?• If additional resources will be used to support this project, where will they come from?
2.	What makes this project innovative? <ul style="list-style-type: none">• What unserved need is to be addressed and for what specific population?• What is the project overall design?• What is the desired outcome?• Who will this project focus on – clients, staff, contractors, employers, other?• Should this project prove successful, what is your strategy to support beyond this initial funding?• How will you measure the success of this project?
3.	Partnerships. <ul style="list-style-type: none">• Who are the partners that will be involved in the project?• If there are new partners involved in this project, who are they and what is their role?• Are other resources being used to support this project, if so, from where?• How will this project strengthen your existing partnership?

Additional Comments/Thoughts:

Please email this form and/or mail or FAX it with all Local Area Planning partner signatures to:

Kelly Lindseth, CTED WorkFirst

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DESCRIPTION OF PROJECT

TRAC Associates and the Everett DSHS CSO propose to create a liaison position at the Everett WorkSource to serve WorkFirst clients who do not fit the TWI criteria but in order to progress need to increase their skills and be involved in job search activities. The WorkFirst participants who cannot be involved in full-time work search activities are sent to the WorkSource Center but due to their barriers require more assistance to navigate through the system than the general public. The Everett WorkSource Center is also an activity that DSHS Case Managers send their non-participatory clients to who are in sanction and need to participate to have the sanction removed. This liaison person will allow participants to be involved in a real work search environment, with peer pressures, provide consistent monitoring and assist non-TWI clients to move forward. The staff person who will be in this position is bi-lingual and can work with Russian and Ukrainians speaking with them in their primary language. By working with these clients in the WorkSource setting they will gain job search skills and knowledge that they can use in the future to keep them from having to again depend on TANF once they have gained employment. This position will also provide monitoring and documentation to show their participation is meeting their IRP requirements.

This liaison position will keep in touch with the Case Managers to update them on their client's progress. The person in this position will meet monthly with CSO supervisors and staff to provide feedback to CSO staff. Being on-site at the WorkSource will allow the staff to have face-to-face contacts with WorkSource staff and will provide a connection between the CSO and WorkSource staff. This person will also provide a link to the community and business partners.

DSHS is providing leverage for the rent of space in the Everett WorkSource Center. This position would be .2 FTE spending one day a week at the WorkSource Everett Center, attending monthly meetings at the CSO and WorkSource meetings as needed. The funding requested for this project is to help cover staffing costs.

INNOVATIVE FEATURES

This position will increase access for underserved population in the Everett WorkSource Center. The Everett WorkSource liaison position is also unique in that it will provide a connection and better communication between DSHS staff, WorkSource staff, business and community partners. Valuable information will be given back to the Case Managers to help them develop new IRP's, barrier removal, and WorkFirst participation goals. This person will also serve as a liaison between the business community and the DSHS staff by updating them about business contacts and alerting them of special hirings, as they are about to happen. As participants gain employment, they will contribute to the positive outcomes of DSHS and ESD as well.

Working with WorkFirst and Limited English Proficiency participants in the WorkSource setting will provide them with the skills needed for job search and the knowledge of another system other than DSHS and TANF to use in the future if necessary. This position will also provide alternative activities for those in sanction and help them remove barriers while increasing their skills.

It is expected that as participants go to work and with the increased communication this position will provide between systems, it will contribute to caseload reduction and recidivism.

WorkFirst staffs anticipate 20 participants will be referred to the Everett WorkSource between January 1, 2004 and June 30, 2004. The liaison will be on site at the Everett WorkSource Center once a week and the clients will be sent directly to her on the day that she is there. She will work with them

individually to help them increase the job search skills and knowledge as she assists them in their job search.

If this project proves to be successful we will look for flexible funding to continue the work of the WorkFirst/WorkSource liaison position.

The success of this program will be based on increased communication between WorkFirst and WorkSource staffs, community and business partners. Our anticipated outcome is that WorkFirst participants will gain job search skills and knowledge that will help them gain employment which will lead to caseload reduction. We also anticipate that consistent monitoring and communication with case managers will result in IRP revisions and updates to reflect movement and progress in barrier removal.

PARTNERSHIPS

Everett DSHS, Everett WorkSource Center, and TRAC Associates are the primary partners in this project. The Everett community and businesses who work with the Everett WorkSource Center will also benefit from this partnership as WorkFirst participants join the available workforce.

Everett WorkSource is providing the space and Everett CSO is paying the rent for the cubicle that is available. This position will provide the connection that will increase the communication between these systems resulting in more informed case managers, appropriate IRP revisions and updates, and caseload reductions. WorkFirst and Limited English Proficiency participants will have increased access to the WorkSource Center to help them improve their job search skills and knowledge.